

Rule 5001-2. Clerk - Office Locations/After-Hours Depository; Security.

(A) Clerk's Office Locations. The main office of the clerk is located in Miami. Divisional offices are located in Ft. Lauderdale and West Palm Beach.

(B) After-Hours Depositories for Filing Papers. After-hours depositories for filing papers are established at each of the three clerk's office locations as set forth in the "Clerk's Filing Instructions". Use of after-hours depositories shall be limited to filings which are of an urgent nature and cannot otherwise be delivered to the clerk during normal hours of operation and is subject to the following conditions:

- (1)** Papers placed in a depository between 4:30 p.m. and 5:00 p.m. shall be picked up by the clerk at 9:00 a.m. the following business day and date stamped on the day of pick up with the previous business day's date.
- (2)** Papers placed in a depository in the morning prior to 9:00 a.m. shall be picked up by the clerk at 9:00 a.m. and date stamped on the day of pick up with the previous business day's date.
- (3)** Papers placed in a depository between 9:00 a.m. to 4:30 p.m. will not be picked up until 9:00 a.m. the following business day and will be date stamped on the day of pick up with the previous business day's date.
- (4)** If papers submitted pursuant to Local Rule 5005-1(F)(3) are filed using an after-hours depository they will be processed as set forth in subdivisions (1) through (3) of this rule. Parties filing emergency papers are responsible for ensuring that the papers are filed in sufficient time to allow the papers to reach the court in a timely manner.
- (5)** No cash shall be placed in an after-hours depository.
- (6)** The filing party is responsible for verifying receipt of papers placed in an after-hours depository.
- (7)** Papers may not be served on the U.S. trustee or any other party by depositing them in an after-hours depository.
- (8)** Any person entering a federal courthouse building will be required to pass through the magnetometer equipment before accessing the after-hours depository. All items carried by a person entering a federal courthouse building will be scanned through x-ray equipment.
- (9)** Local Rule 5005-1(B) "Place of Filing" applies to filing papers using after-hours depositories.

☞ 2002 Amendment - Amended to clarify that after-hours depositories are not to be used for routine filing.

(C) Court Security.

- (1) Prohibited Materials.** No weapons (guns, knives or any other item which may be used as a weapon), computers, cameras, radios, electronic transmitters, tape-recorders or other such devices shall be permitted in the courtroom, chambers and/or other environs of this court. The court will not provide any storage space for prohibited items brought to the court's premises. No items may be left unattended in the court environs. Visitors to court environs housed in federal buildings shall be required to comply with and are subject to prosecution for violation of any existing law, order or other regulation in effect in the respective federal building.
- (2) Smoking.** Smoking is prohibited in all environs of the court.
- (3) Cellular Phones.** Telephones are permitted in court environs, however, they must remain off while court is in session.